

IDAHO EMERGENCY COMMUNICATIONS

OFFICIAL MINUTES

September 2, 2004

A meeting of the Idaho Emergency Communications Commission was held on this date in the West Conference Room, Joe R. Williams Building in Boise, Idaho. Chairman Nancolas called the meeting to order at 9:00 a.m.

Members Present:

Mayor Garret Nancolas, City of Caldwell, and Commission Chairman
Representative Rich Wills, and Commission Vice-Chairman
Ann Cronin, Special Assistant, Idaho State Police (ISP), and Commission Secretary
Chief R. David Moore, Blackfoot Police Department, and Commission Treasurer
Sheriff Gary Aman, Owyhee County Sheriff's Office
Teresa Baker, Ada County Prosecutor's Office
Clint Berry, Qwest, Boise
Bill Bishop, Director, Bureau of Homeland Security (BHS)
Dennis Johnson, Division Chief, Emergency Medical Services, Boise Fire Department
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member

Members Absent:

Commissioner Matt Beebe, Canyon County Commission
Chief Ben Estes, Retired—Pocatello Fire Department
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services (EMS)

Others Present:

Pam Ahrens, Director, Department of Administration
Randy Tilley, Division of Financial Management
Shana Munroe, Emergency Medical Services
Police Chief Mark Lockwood, City of Sandpoint
Les Shadduck, Ada County
Bart Hamilton, Ada County Sheriff's Office
Grant Loebs, Twin Falls Prosecuting Attorney
Dodie Collier, Statewide Interoperability Executive Council (SIEC)

Sandy Harris, Statewide Interoperability Executive Council
Joe Roche, Department of Administration
Rich Elwood, Information Technology Resource Management Council
Greg Zickau, Information Technology Resource Management Council
Nathan Bentley, Information Technology Resource Management Council
Rick Thompson, Department of Administration
Scot Maring, Department of Administration
Diane Blume, Department of Administration
Jim Carroll, Qwest
Tammy Ferguson, Tenxsys
Kevin Young, Mountain West Communications
Matt Howarth, Motorola

Approval of Minutes

MOTION: Commissioner Cronin moved and Commissioner Baker seconded that the minutes of the August 5, 2004 Idaho Emergency Communications Commission meeting be approved as written. The motion passed unanimously.

Education Committee Report

As requested by the Commission, the Education Committee arranged for and delivered an informational presentation on background issues related to 911 services. Mr. Carroll from Qwest specifically discussed the Universal Emergency Telephone Number System. Mr. Carroll provided a handout of his PowerPoint presentation (attached). He explained that fundamental and significant change in the communications industry is driving the need for public safety solutions that accommodate the many new ways emergency services can be requested, and response provided. Networks and systems must be constructed to support higher levels of interaction, managed intelligence, and coordinated response utilizing comprehensive communication sets.

Mr. Shadduck provided an overview of the Ada County 911 Consolidated Emergency Communications System, using a PowerPoint presentation and handout (attached). Organizations involved in enhancing 911 in Ada County included the Association of Public Safety Communications Officials, which implemented *Project LOCATE* to identify ways to hasten the deployment of wireless 911, Phase II. Additionally, the National Emergency Number Association developed industry-related 911 technical and operational standards by which the County abided. Thus far, he said, Ada County has utilized available emergency communication funds for E911 telephone systems and equipment, consolidated radio system, mobile data transmissions in emergency vehicles, and hardware and software maintenance agreements.

Police Chief Mark Lockwood, who is also Chairman of the SIEC, reported on E911 in north Idaho. Kootenai County has enhanced 911, Latah County is dispatched from a

center in Washington, and the remaining four counties have basic 911 services, he said. These four counties are small and rural, and their mapping and address systems are not E911-ready. Verizon is the main wireline provider in north Idaho and it lacks an infrastructure for enhanced 911. Kootenai County's router for its E911 system is run through Spokane, and the connectivity charges are astronomical, he said.

Budget Committee Report

Chairman Nancolas reported that the Budget Committee, consisting of himself, Commissioners Estes and Moore, as well as Director Ahrens, met to prepare a draft-operating budget for the Commission to consider for FY05. (Draft budget is attached.)

One line item of the budget denotes \$50,000 for Consulting/Statewide E911 Assessment. This figure is merely an estimate, Commissioner Moore explained. It is unknown to what extent the Commission will be involved in mediation next year, or what will be involved in applying for grant money from the federal government. The Commission will undoubtedly need to hire an expert in E911, he said.

The operating budget has been figured at about 85% of what the Commission estimates as its first annual revenue—about \$114,000. Should the Commission receive more revenue than budgeted (\$97,500), and has a need to utilize those funds, it has the flexibility to do so, Director Ahrens explained. Additionally, the Commission has carry-over authority so that any unexpended funds will transfer into the next fiscal year.

There have been a few questions posed by counties regarding remitting their emergency communications fund assessment, Chairman Nancolas said. One question addresses whether or not the remittance is to be done prior to administrative payments or other remittances. Another question is whether or not the quarterly remittance is to be based on actual fees collected, or anticipated fees collected. Director Ahrens responded that according to the Idaho Association of Counties, fees paid to this Commission are to come from the total balance collected before any other fees are paid. When counties submit their fees, they will be required to sign a certification to the State Treasurer that the amount submitted is actually what is owed. The Commission, she said, must decide what billing schedule it will implement.

Director Ahrens reviewed the Estimated Sources and Uses of Funds Statement (attached) and explained these estimates do not include any anticipated grant moneys that could come into the Fund this next year.

As a result of deliberations at its last meeting, the Budget Committee made a recommendation to the Commission that it proceed with collecting the full 1% of emergency communication fees collected from providers, as authorized by statute.

MOTION: Commissioner Aman moved and Commissioner Cronin seconded that the Commission set its FY05 operating budget based on the collection of 1% of all

emergency communications fees collected by providers in each county. The motion passed unanimously.

Commissioner Bishop recommended that the Commission soon begin planning to pursue grant moneys. He offered assistance in funding this effort with moneys available to BHS through the Office for Domestic Preparedness.

MOTION: Commissioner Johnson moved and it was seconded by Commissioner Bishop that the Commission adopt the operating budget and the revenue statement as presented. The motion passed unanimously.

MOTION: Commissioner Johnson moved and it was seconded by Commissioner Aman that the first assessment to counties be collected after the end of the first quarter of the counties' fiscal year (October 1 through December 31). The motion passed unanimously.

The Department of Administration will draft a letter notifying counties of the assessment amount, and timeframe. The letter will include a copy of the Commission's budget and operating procedures. Director Ahrens assured the Commission that the Department of Administration will audit the funds as they come in, and provide status reports to the Commission at its regularly scheduled meetings.

MOTION: Commissioner Johnson moved and it was seconded by Commissioner Moore to add Commissioner Bishop to the Budget Committee. The motion passed unanimously.

Operations Procedures Committee Report

Commissioner Guilfoxy presented a draft of the Commission's operating procedures and explained that these general procedures do not include issues that will later be addressed as an Administrative Rule, involving public input and discussion. A draft copy is attached. Some Sections of the procedures remain open for discussion--Section 4.1 addressing terms of Officers, and Sections 4.4 and 4.5 outlining duties of the Secretary and Treasurer.

MOTION: Commissioner Moore moved, and it was seconded by Commissioner Aman, that terms of Commission officers commence on the 1st day of July, and extend for a period of two years. The motion passed unanimously.

Commissioner Cronin, who is also Commission Secretary, agreed the duties proposed for the Secretary in the draft document are adequate. She suggested, however, that the procedures include guidelines should both the Chairman and Vice Chairman be absent from a meeting. The Commission determined the document indicates in the event that this should occur, the Chairman would identify a member to conduct the meeting. Should the Chairman not be able to identify a member, the Commission would elect a

member to chair the meeting. Further, it was determined in the event that an officer vacates a position on the Commission, a new officer would be elected to fulfill the remainder of the vacated term.

Director Ahrens indicated the Commission must designate someone to approve routine expenditures, normally the duty of a Treasurer. Once moneys begin to be collected from counties and through grant applications, Commissioner Wills added, the Treasurer function would become even more critical.

MOTION: Commissioner Johnson moved and it was seconded by Commissioner Bishop that the Commission establish the position of Treasurer and incorporate the language that the duties of the Treasurer are in accordance with Idaho state regulations and Department of Administration policies. The motion passed unanimously.

MOTION: Commissioner Johnson moved and it was seconded by Commissioner Bishop to nominate Commissioner Moore as Treasurer for the Idaho Emergency Communications Commission. The motion passed unanimously.

MOTION: Subsequent to Commissioner Moore's acceptance of his nomination, Commissioner Cronin moved and it was seconded by Commissioner Baker to elect Commissioner Moore as Treasurer for the Idaho Emergency Communications Commission. The motion passed unanimously.

It was determined the duties of the Treasurer would include signature authority to pay vouchers, track revenues, prepare financial reports for the Commission, and complete an annual financial report for the Legislature. It was suggested that in the absence of the Treasurer, the Chairman or Vice-Chairman has authority to approve expenditures.

MOTION: Commissioner Baker moved, and it was seconded by Commissioner Berry, that the Commission adopt the operating procedures with modifications as identified. The motion passed unanimously.

Resources Committee Report

Shana Munroe, Manager of the State EMS Communications Center, provided a handout of emergency communications resources, as requested by the Commission (attached).

Commissioner Bishop noted soon another information resource will be available to the Commission. Data is currently being collected by BHS on existing equipment, frequencies, and uses, for example, in all cities and counties. This project, initiated by the SIEC, will be complete September 30th.

Next Steps

- During the next meeting of SIEC, on September 30th, a group from Utah charged with similar duties as Idaho's E911 Commission will provide a presentation to the Council. Commissioner Cronin agreed to attend and report back to the ECC on the presentation. She asked Commissioners to e-mailed any questions or special concerns for the Utah delegation to her.
- Commissioner Cronin requested an overview by Commissioner Guilfooy of the public records and open meeting laws at the next meeting. In addition, Commissioner Baker agreed to provide a one-page summary on Roberts Rules of Order.
- Chairman Nancolas asked that the Budget Committee meet prior to the October 7th Commission meeting to discuss funding and grant moneys that may be available to the Commission through BHS.
- Commissioner Bishop agreed to organize a grant writing informational session for the Commission addressing the process involved in applying for, tracking, assessing, measuring, and then evaluating federal funds. Commissioner Cronin agreed to assist.
- Chairman Nancolas asked each Commissioner to bring with them to the October 7th meeting ideas for the Commission's mission and vision. Subsequent to adoption of a mission and vision statement, the Commission will address its short-term and long-term tactical plans.
- Now that the Commission has been formed, at any time it could be approached with a request for mediation, Commissioner Moore noted. The members agreed that the Operations and Procedures Committee should devise a draft set of mediation standards and criteria involved with this function for review at the October 7th meeting.
- Commissioner Moore suggested that ECC meetings be held in various locations throughout the state, to give ample opportunity for input from interested parties. Commissioner Cronin supported the idea, also noting that Idaho's PSAPs did not have direct representation on the ECC and that their representatives might more easily attend meetings in northern and eastern Idaho. After much discussion, all Commissioners agreed to keep the ECC meetings in Boise until the Commission was well established, then consider meeting periodically at other locations. Representatives of Idaho Chiefs of Police Association and the Idaho Sheriffs Association represent the PSAPs within their jurisdictions.
- Chairman Nancolas asked that all future meeting agendas include about 15 minutes at the end of business for an open comment period at which time interested parties can pose questions to the Commission.

Adjournment

MOTION: It was moved and seconded to adjourn the September 2, 2004 Idaho E911 Emergency Communications Commission meeting at 1:25 p.m.

Mayor Garrett Nancolas, Chairman
Idaho E911 Emergency Communications Commission

Diane K. Blume, Management Assistant
Department of Administration

Addendum: Commission Progress on its Prioritized Activities

Funding

~~Portion of 1% to be assessed (4 votes)~~
How to fund the “have-nots” (2 votes)
Sub-optimize by city?
Grant funding resources
~~Commission (ECC) funding/budget (1 vote)~~
Recommendation/advice on E911 spending
(ECC needs to decide scope)
Proactive to fund more than systems
(e.g. services, training, implementation)
(How will Title 31 money be used)
Federal funds application process
(track, assess, audit, measure)
Fee collection vs. ECC assistance
(City must vote in fees)
Statewide E911 procurement contracts
(Mutual needs buying power)
Conduit for funding

Systems

Scope of system—ECC role (equip, people)
Money for infrastructure
System implementation
(technical issue, project management)
Technical resources
Who defines architecture, and how do we
use and leverage systems
Need to understand baseline (education)
Identify technical resources & leverage
Regulate and consolidate systems
System interoperability standards
Business continuity—backup/recovery
Standards to engage vendors
Define minimum standards for system,
vendors (including purchasing)

Evaluation/Assessment

What is the baseline by County (as-is) (5 votes)
Leverage Office of Disaster Preparedness survey
Evaluate current standards
Define clear criteria for needs
(System applications & funding)
Recommend model – performance indicators
Establish “to-be” baseline

Governance

~~Cooperation—PSAP representation~~
~~Know statutory responsibilities (1 vote)~~
~~ECC by laws, committees (10 votes)~~
~~Guidelines for operations~~
Define level of mediation funding
Recommend model org. structure
ECC focus on all areas
(Clearinghouse for E911 assistance)
Long-term vision
(systems, organizations, processes)
Short-term tactical plan
ECC statewide representation
~~Acquire wireless representative member~~
Mediation Standards/Criteria
ECC staff support (1 vote)
Stay focused on mission
(If it’s not broken, don’t fix it.)

Education/Information

~~How will the 1% assessment be used~~
E911 need for money, improvements
Promote cohesive, solidarity,
interoperability, statewide cooperation
SIEC et. al.--standard definitions
Communicate—whose doing what?
Message: consolidate, coordinate,
funding, standards, leverage, etc.
May conflict with autonomy.
~~Tech. Educ. of ECC members (9 votes)~~